

# Change And Correction Form

**This change notice form is for PPMLS use only and cannot be used as a modification or amendment to the listing agreement**

**R** INDICATES A FIELD OR DOCUMENTATION REQUIRED FOR PROCESSING

**R** LISTING # \_\_\_\_\_ **R** LISTING ADDRESS \_\_\_\_\_ **R** DATE \_\_\_\_\_  
 Listing Agent ID# \_\_\_\_\_ **R** Listing Agent NAME and PHONE \_\_\_\_\_  
 Listing Office ID# \_\_\_\_\_ Listing Office NAME/PHONE \_\_\_\_\_

**PRICE CHANGE:** Current Price: \$ \_\_\_\_\_ New Price: \$ \_\_\_\_\_

**EXTEND LISTING:** New Expiration Date: \_\_\_\_\_

**STATUS CHANGES:**

- \_\_\_ **BOM** Back on Market - Enter new Expiration Date: \_\_\_\_\_
- \_\_\_ **LEA** Leased. Date Leased: \_\_\_\_\_ Lease Rate: \$ \_\_\_\_\_ Leasing Agent: \_\_\_\_\_
- \_\_\_ **RGT** Active with 1st Right of First Refusal Contingency. Date contract signed \_\_\_\_\_
- \_\_\_ **UCSS** Under Contract/Short Sale Listings Only (continue to show). Date buyer and seller signed sales contract (regardless of contingencies or lender approvals) \_\_\_\_\_
- \_\_\_ **UND** Under Contract (taking back-up offers-continue to show). Date contract signed: \_\_\_\_\_
- \_\_\_ **PEND** Pending (under contract-no more showings) - Date contract signed: \_\_\_\_\_
- \_\_\_ **WITH** Temporarily Withdrawn (May still be available for sale). Date: \_\_\_\_\_
- \_\_\_ **CAN** Cancelled (Listing agreement cancelled/terminated by mutual agreement). Date: \_\_\_\_\_

\_\_\_ **CLOSD** Sold and Closed **(If listing is already in CLOSD status, only the field being changed is required)**  
**Pending (Off Market) Date:** **R** \_\_\_\_\_ (Date Contract signed)  
**Sold Date:** **R** \_\_\_\_\_ **Sold Price:** **R** \$ \_\_\_\_\_  
**Selling Agent's Name:** **R** **NOTE: Sales Contract must be provided when changing Selling Agent's Name.**  
 \_\_\_\_\_ (If Selling Agent is not a PPMLS member, use Non Member 635504004)  
**Selling Office Name:** \_\_\_\_\_  
**Terms of Sale:** **R** (Type of Financing): (Check One)  
 \_\_\_ Bond \_\_\_ Cash \_\_\_ Conventional \_\_\_ CTL/Qualify \_\_\_ Farm Credit Services \_\_\_ FHA \_\_\_ FHA 203K  
 \_\_\_ FMHA \_\_\_ Lease/Option \_\_\_ Other \_\_\_ Owner Carry \_\_\_ Trade/Exchange \_\_\_ VA  
**Sold Concessions:** **R** \$ \_\_\_\_\_ (for example: closing costs, prepaid expenses, discount points or other concessions made on the buyer's behalf, excluding VA and FHA concessions and non-includable items)  
**Personal Property Included:** \_\_\_\_\_  
**Quality of Below Grade Interior Finish:** \_\_\_\_\_  
**Sold Remarks:** (indicate if there was a Seller-assisted down payment or special government loan program) (100 characters): \_\_\_\_\_  
 \_\_\_ **FSBO/Non-Participant Sale - R** Include a copy of the Contract to Buy/Purchase Agreement and the HUD/Settlement Statements

**The following changes require supporting documentation:**

- \_\_\_ Correct the List Date to: \_\_\_\_\_ **R** (Include a copy of the Listing Agreement)
- \_\_\_ Correct the Original List Price to: \_\_\_\_\_ **R** (Include a copy of the Listing Agreement)
- \_\_\_ Correct the Expiration Date to: \_\_\_\_\_ **R** (Include a copy of the Listing Agreement)
- \_\_\_ Correct the Cancelled Date to: \_\_\_\_\_ **R** (Include a copy of the Cancellation Agreement)
- \_\_\_ Reinstated Cancelled Listing (within 10 business days of cancelled date): **Back on Market Date:** \_\_\_\_\_  
**R** (Include a copy of the Listing Agreement and any Amend/Extends). See PPMLS Rules, Section 1.5.1
- \_\_\_ Reinstated Expired Listing (within 10 business days of expiration date): **New Expiration Date:** \_\_\_\_\_  
**R** (Include a copy of Amend/Extend). See PPMLS Rules, Section 1.10
- \_\_\_ Reinstated a Sold Listing **R** (Include a copy of the Listing Agreement). Explain: \_\_\_\_\_

**Notes/Other Changes:** \_\_\_\_\_

**R** Submitted By: \_\_\_\_\_  
 Printed Name

**R** Signature \_\_\_\_\_  
 Listing Agent Signature (Digital Signature allowed)  
 Required for changes to Price, Terms, Commission,  
 Status and Expiration Date. Other changes may  
 have the signature of authorized staff who have  
 their own PPMLS Account.

**Please Email (preferred) this form and required documentation to:** listingcompliance@ppar.org  
 or fax to: 719-476-8168